

## APPLICATION FOR EMPLOYMENT

*Our faculty and staff are committed to achieving our mission by educating students to be future leaders in the natural health arts and sciences. Bastyr University promotes a work environment that allows students, faculty and staff to develop their interests and talents while experiencing a sense of community and a commitment to diversity.*

*Bastyr University is an equal opportunity institution. We do not discriminate in matters of employment or participation in programs, services or benefits on the basis of gender, race, creed, color, religion, national origin, age, sexual orientation, gender identification or expression, individuals with disabilities, genetic information, or veteran status. Our programs, services and facilities are accessible to individuals with disabilities. Please contact the university in advance if you require special accommodation due to a disability.*

**Special Note:** All applicants must prove authorization to work in the United States at the time of a position offer. Individuals must be able to perform the essential functions of the job, with or without reasonable accommodation. Any applicants requiring special assistance during the application process should contact the Human Resources department by phone (425) 602-3087 or fax (425) 602-3058 or email [jobs@bastyr.edu](mailto:jobs@bastyr.edu).

**PLEASE ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.**

### PERSONAL INFORMATION

Today's Date	Position Desired	Salary Desired
Last Name, First Name, Middle Initial		Other Name(s) Used
Street Address		Day Phone
City	State	Zip
Evening Phone		
If you have worked for Bastyr University before indicate the position(s) held, supervisor(s) and dates of employment:		
If you currently have relatives working for Bastyr University please list their name(s):		

When would you be able to start work: \_\_\_\_\_

Explain work schedule limitations, if any. (List days and times that you are **not** available to work):

\_\_\_\_\_  
\_\_\_\_\_

Are you lawfully permitted to work in the United States? ☐ Yes ☐ No

Are you available to work: ☐ Full Time ☐ Part Time

Are you over the age of 18? ☐ Yes ☐ No

Is there anything that will interfere with your ability to perform, on a regular basis, the essential duties of the job for which you are now applying?

\_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Bastyr University Website	<input type="checkbox"/> State Unemployment Department
<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Walk-In _____
<input type="checkbox"/> Employee Referral /Friend _____	<input type="checkbox"/> Agency _____
<input type="checkbox"/> Internet _____	<input type="checkbox"/> Other _____

### EDUCATION RECORD

School	Name and Location of School	Yrs Completed	Graduated	Certificate or Degree Earned
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If attaching a resume and the requested information below is not provided on the resume, you must supply the information in the spaces below.

<b>EMPLOYMENT HISOTRY (PLEASE LIST BELOW YOUR LAST THREE EMPLOYERS – MOST RECENT JOB FIRST)</b>	
<b>Employer:</b>	<b>Telephone Number:</b>
<b>Address:</b>	<b>Employed (Month and Year)</b> From: _____ To: _____
<b>Supervisor:</b>	<b>Base Salary</b> Start: _____ Last: _____
<b>Your Job Title:</b>	<b>Reason for Leaving:</b>
<b>Describe Your Responsibilities:</b>	<b>Is it OK to contact your Employer: (If NO, please explain)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employer:</b>	<b>Telephone Number:</b>
<b>Address:</b>	<b>Employed (Month and Year)</b> From: _____ To: _____
<b>Supervisor:</b>	<b>Base Salary</b> Start: _____ Last: _____
<b>Your Job Title:</b>	<b>Reason for Leaving:</b>
<b>Describe Your Responsibilities:</b>	<b>Is it OK to contact your Employer: (If NO, please explain)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employer:</b>	<b>Telephone Number:</b>
<b>Address:</b>	<b>Employed (Month and Year)</b> From: _____ To: _____
<b>Supervisor:</b>	<b>Base Salary</b> Start: _____ Last: _____
<b>Your Job Title:</b>	<b>Reason for Leaving:</b>
<b>Describe Your Responsibilities:</b>	<b>Is it OK to contact your Employer: (If NO, please explain)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>REFERENCES (List 3 other supervisors, managers or professional contacts who have knowledge of your qualifications for the position you are applying for)</b>			
Name	Title/Relationship	Company, City & State	Phone Number

I certify that the information given by me to Bastyr University is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Bastyr University's interest, nor will I become engaged in such activity or business if employed.

I authorize Bastyr University to solicit information regarding my education and previous employment, similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reasons arising out of the furnishing of such information. If employed, I release the University from any liability for future references it may provide regarding my work history with Bastyr University.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Bastyr University or myself.

If employed, I further agree that if Bastyr University advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any Bastyr University property, Bastyr University is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant's Signature

Date